

## SCR 90259 - Add a Person (POI)

<b>Application/Module</b>	EmpowHR 9.0	<b>Test Script Author</b>	Anthony Ton	
<b>Test Phase</b>	Release 3 PP25	<b>Test Type: (I.e Initial, Regression)</b>	Initial	
<b>Function</b>	Add a Person	<b>Test Executed By</b>	Anthony Ton	
<b>Test Case Description</b>	Add a person of interest via Add a person module	<b>Execution Date(s): MM/DD/YYYY</b>		
<b>Data Prerequisite</b>	NA	<b>Test Script Execution Status: PASS/FAIL</b>		
<b>Test Step #</b>	<b>Test Step Description</b>	<b>Expected Results</b>	<b>Pass/Fail</b>	<b>Comments</b>
1	Login in as an HR Processor	Login is successful and EmpowHR home page displays with menu navigation on left.		
2	Navigate to: Workforce Administrator > Personal Information > Biographical > Add a Person  Click the Add the person link	New record is displayed waiting for input.		
3	Click Add Name link and enter:  Prefix First Name Middel name Last Name Suffix  Click the OK button	Data is entered and is returned to the Biographical Details page		
4	Enter Biographic information:  Effective Date Date of Birth Birth State Birth Location	Data is entered and age is calculated		
5	Enter Biographic History:  Effective Date Gender Highest Education level Marital Status Language Code	Data is entered		
6	Enter the National ID and click the Contact Information tab	Data is entered		
7	Click the Add address details link and enter the Effective Date	Data is entered		

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8	Enter the address, city state, postal and county Click the OK button	The address is recorded in the Address history		
9	Click the OK button	The address is recorded in the current address		
10	Select Phone Type: Business and enter Telephone	Data is entered		
11	Select Email Type: Business and enter email address	Data is entered		
12	Click the Regional Table and click the Ethnic Group lookup	The ethnic group lookup is consistent with PAR ERI codes		
13	Insert multiple rows and select multiple Ethnic Groups	Data is captured		
14	Enter Citizenship (Proof 1) , Citizenship (Proof 2), and Military status	Data is entered		
15	Click the Organizational Relationships tab Select Person of Interest Select POI type: Contractor with Job Checklist Code: select Add Person of Interest Click the Add Relationship button	The record is saved and the system assigned a new EMPLID and redirects to the Job Data page.		
16	Verify the Effective Date	The Effective date is carried over Add a person		
17	Enter a person of interest worker position number	The position information is auto populated		
18	Click the OK button	The system saves the record		
19	Click the link Go to Person Checklist.	The system displays the Person Checklist		
20	Insert a new row and enter: Sequence Item Code  Click the save button	The checklist is saved		
21	Navigate to: Workforce Administrator > Job Information > Job Data Enter the emplid from above and click search	The system pulls up the contingent worker record		